



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE LIBRARY AND ARCHIVES ADMINISTRATOR	43	A	4.103

Under administrative direction, administer the Nevada State Library and Archives (NSLA) in accordance with State and federal law, regulation, policy and standard library information science, records management, and archival practices. Plan, organize and direct statewide programs, services and activities provided by the State Library and Archives such as the statewide program of development and coordination of library and information services, the statewide telecommunications network, the U.S. Bureau of the Census, State Data Center programs, the State records management program, the preservation of State public records, and administer State and federal funding for local libraries, etc. Serve on and/or coordinate the activities of numerous boards, committees, councils and associations related to library activities and perform related duties as assigned.

Administer the State Library and Archives according to statute, regulation and standard library and archival practice by developing and implementing policies in order to provide library, archival information, records management programs and consulting services to the public. Programs and services include, but are not limited to, reference, research, interlibrary loan, cataloging, acquisitions, U.S. Government Documents Depository, State Publications Distribution Center, U.S. Census Bureau State Data Center, State telecommunications network, Library for the Blind and Physically Handicapped, public library consulting and planning, literacy, and records management.

Lead the planning, development, establishment and promotion of library and State archival activities, services and facilities in order to meet current and forecasted needs of patrons and the requirements of Nevada statutes. Administer the Nevada State Library and Archives Master Plan, the Long Range Plan for Library Services and Construction Act (PL98-480), operating standards and master plans for public libraries, preservation and conservation plans, and emergency management and disaster plans to ensure that library services and resources are provided to all persons public and private.

Gather, analyze and publish statistics and information concerning the operation of the libraries in the State to be used in the development and coordination of library and informational services. Identify and direct or carry out continuing studies and analyses of library and archives problems and/or innovations in order to provide the most current possible services and resources.

Prepare and submit to the Governor and the Legislature a biennial report on the conditions, operations, and functioning of the State Library and Archives.

Prepare and administer the budget for the State Library and Archives by coordinating requests submitted by the divisions, making final decisions on agency priorities, writing budget narratives and justifications, defending budget to funding authorities including the Governor and the Legislature and approving agency expenditures in order to ensure that required services and construction is provided adequate funding.

Serve as State liaison to regional and national library planning and development organizations and participate in State boards, commissions and committees in order to enhance the planning, developing, coordinating and sharing of information and library resources and to facilitate the development of statewide library and

information services policies. Direct the disbursement of money appropriated by any act of Congress and apportioned for statewide library purposes in order to ensure an orderly and legal distribution of money.

Develop and administer the organizational structure of the State Library and Archives to ensure that employees are adequately trained and supervised. Hire, train and supervise assigned employees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from a library school accredited by the American Library Association or certification by the Academy of Certified Archivists and five years of library or archival experience in an administrative capacity.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: library and archival practices and programs; the environment in which libraries, information centers and archives function. **Ability to:** supervise professional and non-professional level staff; communicate orally and in writing with diverse groups and individuals; read and interpret legal, technical and professional documents; listen and respond decisively and effectively to questions, comments and suggestions; work under demanding conditions on multiple tasks; prioritize work; work independently with minimal supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Thorough knowledge of: State and federal statutes, regulations, rules and policies which pertain to the administration of programs and funds of the NSLA. **Knowledge of:** executive and legislative branch processes; development and planning processes; and library and archival automation plans and procedures. **Ability to:** participate in and/or lead committees, boards or other groups as the representative of NSLA; recognize potential problems and conceptualize and implement solutions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

4.103

ESTABLISHED:	1/1/61
REVISED:	10/25/74
REVISED:	7/1/89R
	3/13/90PC
REVISED:	7/1/91P
	3/13/90PC
REVISED:	7/1/93LG
REVISED:	12/18/00UC